



Sealed Civil User's Manual

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MINNESOTA**

Revised April 2017

SEALED CIVIL USER’S MANUAL

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INTRODUCTION

This document is intended to guide an ECF user through the process of electronically filing restricted documents in a civil case. Under LR 5.6 “All documents filed in a civil case —whether sealed or not — must be filed in compliance with the Civil ECF Procedures Guide.”

Please note that for SEALED civil cases where the entire case is sealed, all documents must continue to be filed in paper; no party will be able to electronically file documents or have electronic access to documents in SEALED cases. Please deliver all documents for sealed cases to the Clerk’s Office.

Under LR 5.6 each sealed document must be filed SEPARATELY so that each document is assigned its own docket number. A party seeking to file a document under seal in connection with a motion under LR 7.1 must:

1. File the temporarily sealed document using the appropriate menu item (i.e. Memorandum in Support of Motion).
2. Contemporaneously file a redacted public version of the sealed document OR a statement that the entire document is confidential or redaction is impracticable.
3. Within 21 days after the filing of the final memorandum authorized by LR 7.1, file a Joint Motion Regarding Continued Sealing.

ECF is also able to accommodate sealed filings outside of LR 7.1 motion practice. Filing events are available for sealed case initiation documents (i.e. complaint, notice of removal), sealed letters, sealed stipulations and sealed exhibits. A prompt has also been added to certain events, such as an answer, allowing the filer to select if the document being filed is sealed.

Please call or email the ECF Help Desk at 612-664-5155 or ecfhelpdesk@mnd.uscourts.gov if you have questions concerning how to electronically file a restricted document.

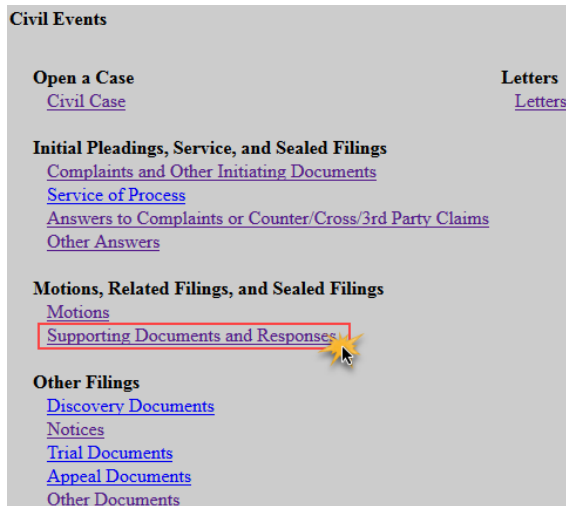
MOTION PRACTICE

Document in Support of a Motion is Sealed

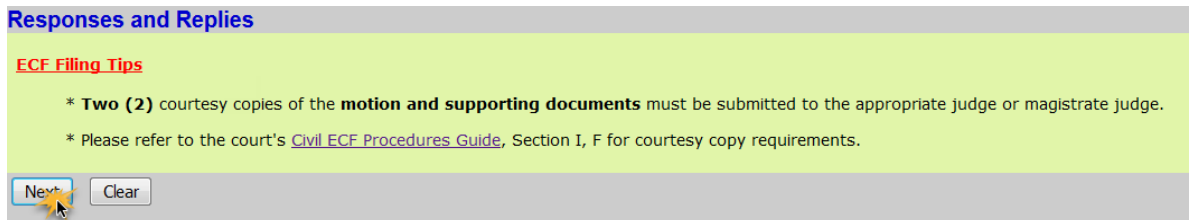
1. Select **Civil** from the filing menu



2. Select **Supporting Documents and Responses** under the Motions, Related Filings, and Sealed Filings Category.



3. Read the filing tip and click **Next**.



4. Enter the **Case Number** and click **Next**.



5. Click **Next**

6. Select the **applicable event** from the event list and click **Next**.

Responses and Replies
[0:17-cv-00001-JNE-SER Jones v. ABC Insurance Co](#)

CV

Start typing to find an event.

Available Events (click to select an event)

- Declaration in Opposition
- Declaration in Support
- Exhibit to Supporting Document/Response
- LR7.1/LR72.2 Word Count Compliance Certificate
- Markman Brief
- Meet and Confer Statement
- Memorandum
- Memorandum in Opposition to Motion
- Memorandum in Support of Motion
- Objection
- Objection to Report and Recommendations
- Proposed Order to Judge
- Proposed SEALED Complaint
- Redacted Document (Supporting Documents and Responses)
- Reply

Selected Event

Next Clear

7. Select the **filer** by clicking on the appropriate party and click **Next**.

Pick Filer

[Collapse All](#) [Expand All](#)

- ABC Insurance Co. dft
- Great Insurance Co. mov
- Sue Jones pla

Select the filer.

Select the Party: OR **Select a Group:**

- ABC Insurance Co. [dft]
- Great Insurance Co. [mov]
- Jones, Sue [pla]

Select a Group:

- ☒ No Group
- ☐ All Defendants
- ☐ All Plaintiffs
- ☐ All Parties

Next Clear New Filer

8. Click **Yes** to file a sealed document and click **Next**.

SEAL this document as allowed under Local Rule 5.6?

☐ No

☒ Yes

Next Clear

9. Read the **Filing Tip** and click **Next**.

ECF Filing Tips

Local Rule 5.6 Filing Documents under Seal in Civil Cases - Effective February 27, 2017:

Pursuant to [LR 5.6\(d\) PROCEDURE FOR FILING UNDER SEAL IN CONNECTION WITH MOTIONS GOVERNED BY LR 7.1](#), a **Joint Motion Regarding Continued Sealing** ([sample motion](#)) must be filed within 21 days after the filing of the final memorandum authorized by LR 7.1 in connection with the underlying motion.

All sealed documents must be filed separately. After filing the sealed document, you must immediately file the **Redacted Document** or **Statement instead of Redacted Document** from the **Supporting Documents and Responses** civil menu.

Please refer to the [Sealed Civil User's Manual](#) for complete instructions for filing under seal.

Next Clear

10. Select **ONLY** the **parties** who should have access to the document. ****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT.** Do NOT select Interested Parties (ip) or Movants (mov).

ECF Restriction Notice:

This will be filed as a **PUBLIC** entry and a **RESTRICTED** document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/appellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

Pick Filer Expand All

[Collapse All](#)

☒ Sue Jones pla
☒ ABC Insurance Co dft
☐ Great Insurance Co. mov

SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdln] parties.

DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.

Select the Party: OR Select a Group:

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Jones, Sue [pla]
 ABC Insurance Co [dft]
 Great Insurance Co. [mov]

11. Enter the **filing party** and click **Next**.

Enter filing party: Sue Jones

12. Click the **Browse** button to attach the document and the LR 7.1/7.2 Word Count Compliance Certificate, if applicable, and click **Next**.

****NOTE: EACH sealed document must be filed separately with its own docket number.** The only item that should be attached is a LR 7.1/7.2 Word Count Compliance Certificate, if applicable.

ECF Filing Tip

Attach a **Certificate of Compliance** as **Attachment 1**, which is required when filing memorandums or responses in opposition/support to a motion under [Local Rule 7.1\(f\)](#). Select **LR7.1 Word Count Compliance Certificate** from the **Category** drop-down list.

Select the PDF document and any attachments.

Main Document

000 ECF Test Document.pdf

	Category	Description	
1.	<input type="button" value="Browse"/> 00cr00Test Document.pdf	LR7.1/LR72.2 Word Count Compliance Certificate	<input type="button" value="Remove"/>
2.	<input type="button" value="Browse"/> No file selected.		

13. Select the **motion to which your document relates** and click **Next**.

Select the appropriate event(s) to which your event relates:

☐ 01/18/2017 [3](#) MOTION to Compel by Sue Jones. (ngattyq, MND-TEST)

☒ 01/18/2017 [7](#) MOTION for Discovery by Sue Jones. (ngattyq, MND-TEST)

14. Modify docket text if necessary (not required) and click **Next**.

Docket Text: Modify as Appropriate.

SEALED MEMORANDUM in Support re [7] MOTION for Discovery filed by Sue Jones. (Attachments: # (1) LR7.1/LR72.2 Word Count Compliance Certificate)(ngattyq, MND-TEST)

15. Confirm the correct document(s) is attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text

SEALED MEMORANDUM in Support re [7] MOTION for Discovery filed by Sue Jones. (Attachments: # (1) LR7.1/LR72.2 Word Count Compliance Certificate)(ngattyq, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
000 ECF Test Document.pdf pages: 1
00cr00Test Document.pdf pages: 1

16. The NEF (Notice of Electronic Filing) screen will display confirming the filing.

Notice of Electronic Filing

The following transaction was entered by ngattyq, MND-TEST on 1/19/2017 at 9:11 AM CST and filed on 1/19/2017

Case Name: Jones v. ABC Insurance Co

Case Number: [0:17-cv-00001-JNE-SER](#)

Filer: Sue Jones

Document Number: [17](#)

Docket Text:
SEALED MEMORANDUM in Support re [7] MOTION for Discovery filed by Sue Jones. (Attachments: # (1) LR7.1/LR72.2 Word Count Compliance Certificate)(ngattyq, MND-TEST)

17. Follow the procedure on page 11 to file the **redacted document** or **Statement that Entire Document is Confidential or Impracticable to Redact**. The redacted document or statement should be filed immediately following the sealed document.

Exhibit to a Supporting Document is sealed

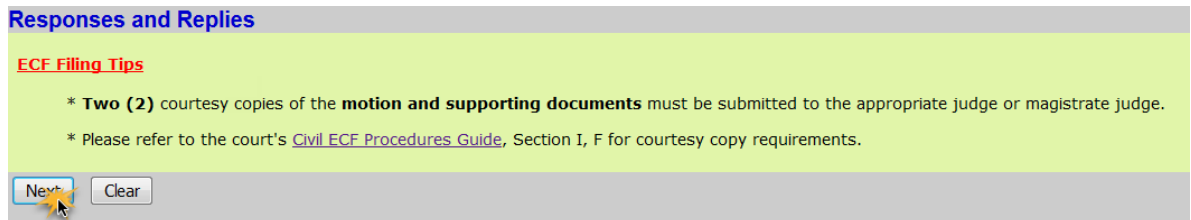
1. Select **Civil** from the filing menu.



2. Select **Supporting Documents and Responses** under the Motions, Related Filings, and Sealed Filings Category.



3. Read the filing tip and click **Next**.



4. Enter the **Case Number** and click **Next**.

A screenshot of the Civil Case Number input field. The field is labeled 'Civil Case Number' and contains the text '0:17-cv-1'. Below the input field are two buttons: 'Next' and 'Clear'. The 'Next' button is highlighted with a mouse cursor.

5. Click **Next**

6. Select **Exhibit (Motions and Related Filings)** and click **Next**.

Available Events (click to select an event)

- Affidavit in Opposition to Motion
- Affidavit in Support of Motion
- Brief
- Declaration in Opposition to Motion
- Declaration in Support of Motion
- Exhibit (Motions and Related Filings)**
- LR7.1/LR72.2 Word Count Compliance Certificate
- Markman Brief
- Meet and Confer Statement
- Memorandum
- Memorandum in Opposition to Motion
- Memorandum in Support of Motion
- Objection
- Objection to Report and Recommendations
- Proposed SEALED Complaint

Selected Event: Exhibit (Motions and Related Filings)

Next Clear

7. Select the **filer** by clicking on the appropriate party and click **Next**.

Pick Filer

Collapse All Expand All

ABC Insurance Co. dft
Great Insurance Co. mov
Sue Jones pla

Select the filer.

Select the Party: OR Select a Group:

ABC Insurance Co. [dft]
Great Insurance Co. [mov]
Jones, Susan

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear New Filer

8. Click **Yes** to file a sealed document and click **Next**.

SEAL this document as allowed under Local Rule 5.6?

☐ No
☒ Yes

Next Clear

9. Read the **Filing Tip** and click **Next**.

ECF Filing Tips

Local Rule 5.6 Filing Documents under Seal in Civil Cases - Effective February 27, 2017:

Pursuant to [LR 5.6\(d\) PROCEDURE FOR FILING UNDER SEAL IN CONNECTION WITH MOTIONS GOVERNED BY LR 7.1](#), a *Joint Motion Regarding Continued Sealing* ([sample motion](#)) must be filed within 21 days after the filing of the final memorandum authorized by LR 7.1 in connection with the underlying motion.

All sealed documents must be filed separately. After filing the sealed document, you must immediately file the **Redacted Document** or **Statement instead of Redacted Document** from the **Supporting Documents and Responses** civil menu.

Please refer to the [Sealed Civil User's Manual](#) for complete instructions for filing under seal.

Next Clear

10. Select **ONLY** the **parties** who should have access to the document. ****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT.** Do NOT select Interested Parties (ip) or Movants (mov).

ECF Restriction Notice:

This will be filed as a **PUBLIC** entry and a **RESTRICTED** document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/appellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

Pick Filer

Collapse All Expand All

Sue Jones pla

ABC Insurance Co dft

Great Insurance Co. mov

SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdln] parties.

DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.

Select the Party: OR Select a Group:

Jones, Sue [pla]

ABC Insurance Co [dft]

Great Insurance Co. [mov]

☒ No Group

☐ All Defendants

☐ All Plaintiffs

☐ All Parties

Next Clear New Filer

11. Enter the **filing party** and click **Next**.

Enter filing party: Sue Jones

Next Clear

12. Label and upload the exhibit.

- Enter the **Exhibit number or letter**.
- Click the **Browse** button to attach the **exhibit** and click **Next**.

****NOTE: EACH sealed document must be filed separately with its own docket number.**
Do not add any attachments.

ECF Filing Tips

You must upload only **ONE** exhibit. Each **SEALED exhibit** MUST be filed separately.

Enter the Exhibit number of the Main Document: B **a**

Select the PDF document and any attachments.

Main Document **b**

Browse... 000 ECF Test Document.pdf

Attachment	Category	Description
1. Browse... No file selected.		

Next Clear

13. Select the **document to which your exhibit should be attached** and click **Next**.

ECF Filing Tips

Select the document to which your exhibit(s) should be attached — typically the *Affidavit in Support/Opposition*.

Select the appropriate event(s) to which your event relates:

☐ 01/18/2017 [7](#) MOTION for Discovery by Sue Jones. (ngattyqc, MND-TEST)

☒ 01/18/2017 [10](#) MEMORANDUM in Support re [7](#) MOTION for Discovery filed by Sue Jones. (Attachments: # [1](#) LR7.1/LR72.2 Word Count Compliance Certificate) (ngattyqc, MND-TEST)

14. Read the **Filing Tip** and click **Next**.

ECF Filing Tips

After filing this *Sealed Exhibit*, you must immediately file the **Redacted Document** or **Statement instead of Redacted Document** using the respective event from the **Supporting Documents and Responses** menu.

15. Modify docket text if necessary (not required) and click **Next**.

Docket Text: Modify as Appropriate.

SEALED EXHIBIT B re [10] Memorandum in Support of Motion filed by Sue Jones. (ngattyqc, MND-TEST)

16. Confirm the correct document is attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text

SEALED EXHIBIT B re [10] Memorandum in Support of Motion filed by Sue Jones. (ngattyqc, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
000 ECF Test Document.pdf pages: 1

17. The NEF (Notice of Electronic Filing) screen will display confirming the filing.

U.S. District Court
U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by ngattyqc, MND-TEST on 1/19/2017 at 9:11 AM CST and filed on 1/19/2017

Case Name: Jones v. ABC Insurance Co

Case Number: [0:17-cv-00001-JNE-SER](#)

Filer: Sue Jones

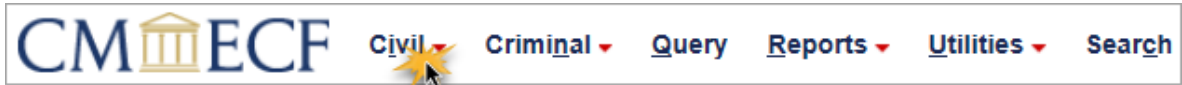
Document Number: [19](#)

Docket Text:
SEALED EXHIBIT B re [10] Memorandum in Support of Motion filed by Sue Jones. (ngattyqc, MND-TEST)

18. Follow the procedure on page 11 to file the **redacted document** or **Statement that Entire Document is Confidential or Impracticable to Redact**. The redacted document or statement should be filed immediately following the sealed document.

Redacted Document or Statement that Entire Document is Confidential or Impracticable to Redact (Motion Practice)

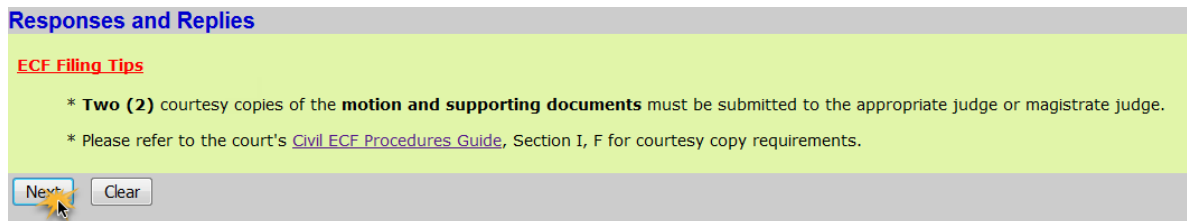
1. Select **Civil** from the filing menu.



2. Select **Supporting Documents and Responses** under the Motions, Related Filings, and Sealed Filings Category.



3. Read the **filing tip** and click **Next**.



4. Enter the **Case Number** and click **Next**.

A screenshot of the Civil Case Number input field. The field contains the text '0:17-cv-1'. Below the field are 'Next' and 'Clear' buttons, with the 'Next' button highlighted by a mouse cursor.

5. Click **Next**

6. Select **Redacted Document (Motions and Related Filings)** OR **Statement instead of Redacted Document (Motions and Related Filings)** and click **Next**.

7. Select the **filer** by clicking on the appropriate party and click **Next**.

8. Label and upload the redacted document.
 - a. Enter a **description of the sealed document** (i.e. *Sealed Exhibit B* or *Sealed Affidavit*).
 - b. Click the **Browse** button to attach the **redacted document** OR **statement** and click **Next**.

****NOTE: EACH redacted document must be filed separately with its own docket number.** One Statement may be filed for multiple sealed documents. **Do not add any attachments.**

9. If a **STATEMENT** is being filed, **select the reason for the statement** and click **Next**. If a **REDACTED DOCUMENT** is being filed skip this step and go to step 10.

Select reason for filing a statement in lieu of a redacted document:

☐ Entire Document Confidential

☐ Impracticable to Redact

10. Select the **sealed document that relates to the redacted document** and click **Next**.

ECF Filing Tips

Select the sealed document of this redacted document.

Select the appropriate event(s) to which your event relates:

☐ 01/18/2017 [10](#) MEMORANDUM in Support re [7](#) MOTION for Discovery filed by Sue Jones. (Attachments: # [1](#) LR7.1/LR72.2 Word Count Compliance Certificate) (ngattyqc, MND-TEST)

☒ 01/31/2017 [19](#) SEALED EXHIBIT B re [10](#) Memorandum in Support of Motion filed by Sue Jones. (ngattyqc, MND-TEST)

11. Modify docket text if necessary (not required) and click **Next**.

Docket Text: Modify as Appropriate.

Redacted Document for [19] Sealed Exhibit B filed by Sue Jones. (ngattyqc, MND-TEST)

Docket Text: Modify as Appropriate.

STATEMENT INSTEAD OF REDACTED DOCUMENT: Entire Document Confidential for [19] Sealed Exhibit B filed by Sue Jones. (ngattyqc, MND-TEST)

12. Confirm that the correct document has been attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text

Redacted Document for [19] Sealed Exhibit B filed by Sue Jones. (ngattyqc, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
000 ECF Test Document.pdf pages: 1

13. The NEF (Notice of Electronic Filing) screen will display confirming the filing. Note that this is a public filing.

U.S. District Court
U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by ngattyqc, MND-TEST on 1/31/2017 at 4:56 PM CST and filed on 1/31/2017

Case Name: Jones v. ABC Insurance Co
Case Number: [0:17-cv-00001-JNE-SER](#)
Filer: Sue Jones
Document Number: [20](#)

Docket Text:
[Redacted Document for \[19\] Sealed Exhibit B filed by Sue Jones. \(ngattyqc, MND-TEST\)](#)

Joint Motion Regarding Continued Sealing

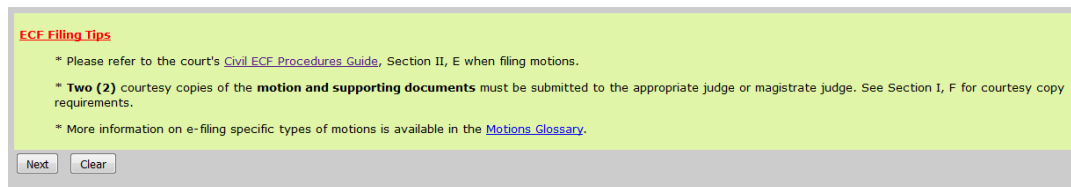
1. Select **Civil** from the filing menu.



2. Select **Motions** under the Motions, Related Filings, and Sealed Filings category.



3. Read the **filing tip** and click **Next**.

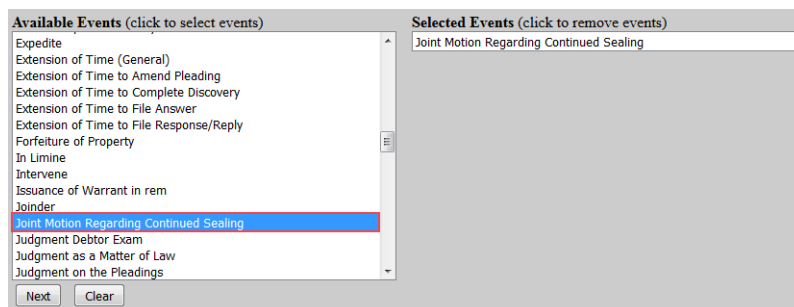


4. Enter the **Case Number** and click **Next**.

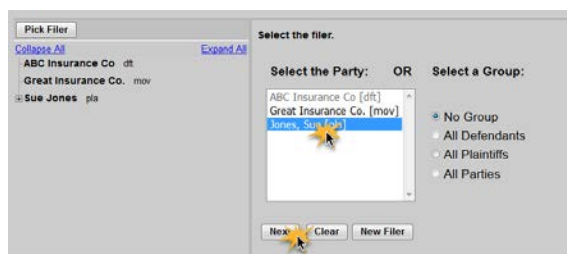


5. Click **Next**

6. Select **Joint Motion Regarding Continued Sealing** and click **Next**.



7. Select the **filer** by clicking on the appropriate party and click **Next**.



8. Click the **Browse** button to attach the motion and click **Next**.

Select the PDF document and any attachments.

Main Document
 000 ECF Test Document.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.		

9. Select the sealed document(s) the motion relates to and click **Next**.

ECF Filing Tips
 Select the sealed document(s) related to this Joint Motion Regarding Continued Sealing.

Select the appropriate event(s) to which your event relates:

- ☐ 01/18/2017 10 MEMORANDUM in Support re 7 MOTION for Discovery filed by Sue Jones. (Attachments: # 1 LR7.1/LR72.2 Word Count Compliance Certificate)(ngattyq, MND-TEST)
- ☒ 01/19/2017 17 SEALED MEMORANDUM in Support re 7 MOTION for Discovery filed by Sue Jones. (Attachments: # 1 LR7.1/LR72.2 Word Count Compliance Certificate)(ngattyq, MND-TEST)
- ☒ 01/31/2017 18 SEALED MEMORANDUM in Support re 7 MOTION for Discovery filed by Sue Jones. (Attachments: # 1 LR7.1/LR72.2 Word Count Compliance Certificate)(ngattyq, MND-TEST)
- ☒ 01/31/2017 19 SEALED EXHIBIT B re 10 Memorandum in Support of Motion filed by Sue Jones. (ngattyq, MND-TEST)
- ☐ 01/31/2017 20 Redacted Document for 19 Sealed Exhibit B filed by Sue Jones. (ngattyq, MND-TEST)
- ☐ 01/31/2017 21 STATEMENT INSTEAD OF REDACTED DOCUMENT: Entire Document Confidential for 19 Sealed Exhibit B filed by Sue Jones. (ngattyq, MND-TEST)

10. Modify docket text if necessary (not required) and click **Next**.

Docket Text: Modify as Appropriate.
 JOINT MOTION REGARDING CONTINUED SEALING re [19] Exhibit, [18] Memorandum in Support of Motion, [17] Memorandum in Support of Motion filed by Sue Jones. (ngattyq, MND-TEST)

11. Confirm the correct document is attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text
 JOINT MOTION REGARDING CONTINUED SEALING re [19] Exhibit, [18] Memorandum in Support of Motion, [17] Memorandum in Support of Motion filed by Sue Jones. (ngattyq, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
 000 ECF Test Document.pdf pages: 1

12. The NEF (Notice of Electronic Filing) screen will display confirming the filing. Note this is a public filing.

U.S. District Court
 U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by ngattyq, MND-TEST on 2/1/2017 at 8:32 AM CST and filed on 2/1/2017

Case Name: Jones v. ABC Insurance Co
 Case Number: 0:17-cv-00001-JNE-SER
 Document Number: 33

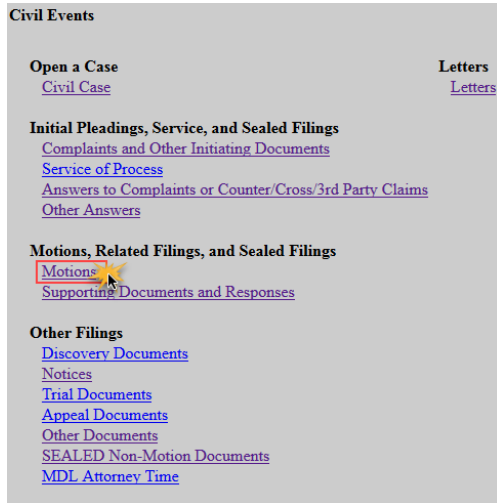
Docket Text:
 JOINT MOTION REGARDING CONTINUED SEALING re [19] Exhibit, [18] Memorandum in Support of Motion, [17] Memorandum in Support of Motion filed by Sue Jones. (ngattyq, MND-TEST)

Motion for Further Consideration

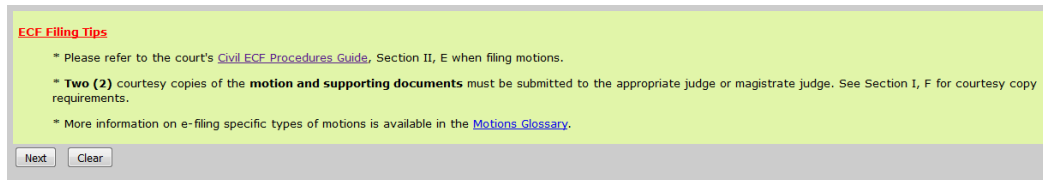
1. Select **Civil** from the filing menu.



2. Select **Motions** under the Motions, Related Filings, and Sealed Filings category.



3. Read the **filing tip** and click **Next**.

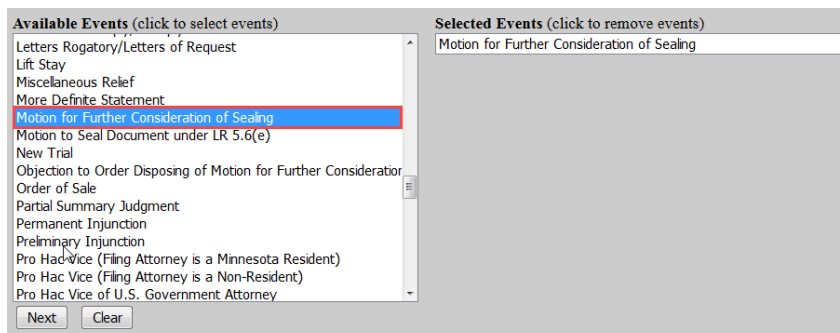


4. Enter the **Case Number** and click **Next**.



5. Click **Next**

6. Select **Motion for Further Consideration of Sealing** and click **Next**.



7. Select the **filer** by clicking on the appropriate party and click **Next**.

8. Click the **Browse** button to attach the motion and click **Next**.

9. Select the **order** the motion relates to and click **Next**.

10. Select the **sealed document(s)** the motion relates to and click **Next**.

11. Modify docket text if necessary (not required) and click **Next**.

12. Confirm the correct document is attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text
MOTION for FURTHER CONSIDERATION OF SEALING re [29] Order on Motion for Joint Motion to Seal, [19] Exhibit by Sue Jones. (ngattyqc, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only)
000 ECF Test Document.pdf pages: 1

13. The NEF (Notice of Electronic Filing) screen will display confirming the filing. Note this is a public filing.

U.S. District Court
U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by ngattyqc, MND-TEST on 2/1/2017 at 12:22 PM CST and filed on 2/1/2017

Case Name: Jones v. ABC Insurance Co
Case Number: [0:17-cv-00001-JNE-SER](#)
Filer: Sue Jones
Document Number: [30](#)

Docket Text:
MOTION for FURTHER CONSIDERATION OF SEALING re [29] Order on Motion for Joint Motion to Seal, [19] Exhibit by Sue Jones. (ngattyqc, MND-TEST)

Objection to Order on Motion for Further Consideration

1. Select **Civil** from the filing menu.



2. Select **Appeal Documents** under the Other Filings category.



3. Enter the **Case Number** and click **Next**.

A screenshot of the Civil Case Number input field. The field contains the text '0:17-cv-1'. Below the field are two buttons: 'Next' and 'Clear'. The 'Next' button is highlighted with a yellow starburst, indicating it is the selected option.

4. Click **Next**

5. Select **Objection to Order Disposing of Motion for Further Consideration of Sealing** and click **Next**.

A screenshot of the Available Events selection screen. The screen is divided into two main sections: 'Available Events (click to select an event)' and 'Selected Event'. The 'Available Events' section contains a list of events, with 'Objection to Order Disposing of Motion for Further Consideration' highlighted in blue. The 'Selected Event' section shows the selected event: 'Objection to Order Disposing of Motion for Further Consideration of S'. Below the lists are two buttons: 'Next' and 'Clear'. The 'Next' button is highlighted with a yellow starburst, indicating it is the selected option.

6. Select the **filer** by clicking on the appropriate party and click **Next**.

7. Click the **Browse** button to attach the objection and click **Next**.

8. Select the **order** the motion relates to and click **Next**.

9. Select the **sealed document** the objection relates to and click **Next**.

10. Modify docket text if necessary (not required) and click **Next**.

11. Confirm the correct document is attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text
OBJECTION to [31] Order on Motion for Further Consideration of Sealing, [19] Exhibit by Sue Jones. (ngattyq, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
000 ECF Test Document.pdf pages: 1

12. The NEF (Notice of Electronic Filing) screen will display confirming the filing. Note this is a public filing.

U.S. District Court
U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by ngattyq, MND-TEST on 2/1/2017 at 3:30 PM CST and filed on 2/1/2017

Case Name: Jones v. ABC Insurance Co
Case Number: [0:17-cv-00001-JNE-SER](#)
Filer: Sue Jones
Document Number: [32](#)

Docket Text:
OBJECTION to [31] Order on Motion for Further Consideration of Sealing, [19] Exhibit by Sue Jones. (ngattyq, MND-TEST)

OTHER SEALED DOCUMENTS – NOT RELATED TO MOTION PRACTICE

Ex Parte Submission/In Camera Review

1. Select **Civil** from the filing menu.



2. Select **SEALED & Ex Parte Non-Motion Documents** under the Other Filings Category.

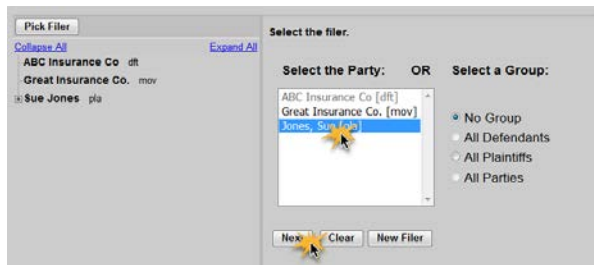


3. Enter the **Case Number** and click **Next**.



4. Click **Next**

5. **Select the filer** by clicking on the appropriate party and click **Next**.



6. Select **Ex Parte Submission/In Camera Review** from the event list and click **Next**.

Available Events (click to select an event)

- Ex Parte Submission/In Camera Review
- Sealed Document
- Sealed Exhibit (Initial Pleadings and Other Non-Motion Filings)
- Sealed Letter
- Sealed Stipulation

Selected Event

Ex Parte Submission/In Camera Review

Next Clear

7. Read the **Restriction Notice** and click **Next**.

ECF Restriction Notice:

Both the entry and document will be filed Ex Parte.

Only the filer and the court will have access to the entry and documents. No other parties will be noticed. The entry will not be available on the public docket.

Next Clear

8. Select the type of Ex Parte filing and click **Next**.

Select the type of filing:

☒ Ex Parte Submission

☐ In Camera Review

Next Clear

9. Click the **Browse** button to attach the letter and click **Next**.

****NOTE: EACH sealed document must be filed separately with its own docket number.**
Do not add any attachments.

Select the PDF document and any attachments.

Main Document

Browse... 000 ECF Test Document.pdf

Attachments

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

10. Select whether your document should be **linked** to another document in the case.
- If YES, **check the box** and click **Next**. On the next screen, select the document to which it should be linked.
 - If NO, leave the box **unchecked** and click **Next**.

☐ Should the document you are filing link to another document in this case?

Filed to

Documents to

Next Clear

11. Modify docket text if necessary (not required) and click **Next**.

Docket Text: Modify as Appropriate.

Ex Parte Submission (ngattycq, MND-TEST). (ngattycq, MND-TEST)

Next Clear

12. Confirm the correct document is attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text

Ex Parte Submission (ngattycq, MND-TEST). (ngattycq, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
000 ECF Test Document.pdf pages: 1

Next Clear

13. The NEF (Notice of Electronic Filing) screen will display confirming the filing.

U.S. District Court
U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by ngattycq, MND-TEST on 2/4/2017 at 3:40 PM CST and filed on 2/4/2017

Case Name: Jones v. ABC Insurance Co
Case Number: [0:17-cv-00001-JNE-SER](#)
Filer: Sue Jones
Document Number: [34](#)

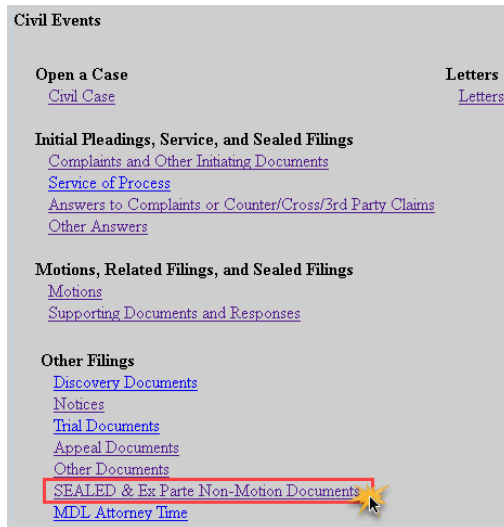
Docket Text:
[Ex Parte Submission \(ngattycq, MND-TEST\). \(ngattycq, MND-TEST\)](#)

Sealed Document

1. Select **Civil** from the filing menu.



2. Select **SEALED & Ex Parte Non-Motion Documents** under the Other Filings Category.



3. Enter the **Case Number** and click **Next**.

A screenshot of the Civil Case Number input field. The field contains the text '0:17-cv-1'. Below the field are 'Next' and 'Clear' buttons. The 'Next' button is highlighted with a yellow starburst.

4. Click **Next**

5. Select the **filer** by clicking on the appropriate party and click **Next**.

A screenshot of the Pick Filter dialog box. The dialog box has two main sections: 'Pick Filter' and 'Select the filer.'. The 'Pick Filter' section lists parties: ABC Insurance Co. [dt], Great Insurance Co. [mov], and Sue Jones [pla]. The 'Select the filer.' section has two columns: 'Select the Party:' and 'Select a Group:'. The 'Select the Party:' column lists the same parties. The 'Select a Group:' column has radio buttons for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. The 'Next' button is highlighted with a yellow starburst.

6. Select **Sealed Document** from the event list and click **Next**.

A screenshot of the Available Events and Selected Event section. The 'Available Events' list includes 'Sealed Document', 'Sealed Exhibit (Initial Pleadings and Other Non-Motion Filings)', 'Sealed Letter', and 'Sealed Stipulation'. The 'Sealed Document' event is highlighted with a red box. The 'Selected Event' field contains the text 'Sealed Document'. Below the list are 'Next' and 'Clear' buttons.

7. Read the **Filing Tip** and click **Next**.

ECF Filing Tips

Local Rule 5.6 Filing Documents under Seal in Civil Cases - Effective February 27, 2017:

Pursuant to [LR 5.6\(e\) PROCEDURE FOR FILING OTHER DOCUMENTS UNDER SEAL](#), a party who seeks leave of court to file a document under seal other than in connection with a motion under [LR 7.1](#) must obtain direction from the court on the procedure to be followed.

All sealed documents must be filed separately. After filing the sealed document, you must immediately file the **Redacted Document** or **Statement instead of Redacted Document** for non-motion documents.

Please refer to the [Sealed Civil User's Manual](#) for complete instructions for filing under seal.

Next Clear

8. Select **ONLY** the **parties** who should have **access to the document**. ****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT.** Do NOT select Interested Parties (ip) or Movants (mov).

ECF Restriction Notice:

This will be filed as a PUBLIC entry and a RESTRICTED document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/appellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

Pick Filer

[Collapse All](#) [Expand All](#)

Sue Jones pla
ABC Insurance Co dft
Great Insurance Co. mov

SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdlno] parties.

DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.

Select the Party: OR Select a Group:

Jones, Sue [pla]
ABC Insurance Co [dft]
Great Insurance Co. [mov]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear New Filer

9. Enter the **filing party** and click **Next**.

Enter filing party: Sue Jones

Next Clear

10. Label and upload the document.

- Enter a **description** of the document.
- Click the **Browse** button to attach the **document** and click **Next**.

****NOTE: EACH sealed document must be filed separately with its own docket number.**
Do not add any attachments.

Enter a description of the main document.
"SEALED" will automatically be prefixed to the docket text.: Notice

Select the PDF document and any attachments.

Main Document

Browse... 000 ECF Test Document.pdf

Attachments

1. Browse... to file selected.

Next Clear

11. Select whether your document should be **linked** to another document in the case.
 - a. If YES, **check the box** and click **Next**. On the next screen, select the document to which it should be linked.
 - b. If NO, leave the box **unchecked** and click **Next**.

☐ Should the document you are filing link to another document in this case?

Filed to

Documents to

12. Click **Next**

13. Confirm the correct document is attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text
SEALED Notice by Sue Jones. (ngattyqc, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
000 ECF Test Document.pdf pages: 1

14. The NEF (Notice of Electronic Filing) screen will display confirming the filing.

U.S. District Court
U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by ngattyqc, MND-TEST on 2/1/2017 at 8:32 AM CST and filed on 2/1/2017

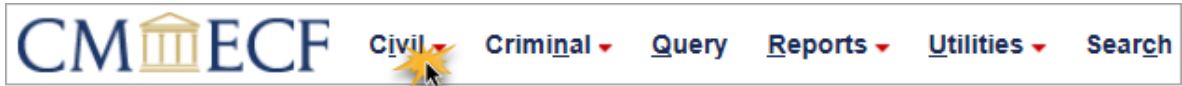
Case Name: Jones v. ABC Insurance Co
Case Number: [0:17-cv-00001-JNE-SER](#)
Filer: Sue Jones
Document Number: [22](#)

Docket Text:
SEALED by Notice by Sue Jones. (ngattyqc, MND-TEST)

15. Follow the procedure on page 37 to file the **redacted document** or **Statement that Entire Document is Confidential or Impracticable to Redact**. The redacted document or statement should be filed immediately following the sealed document. No Joint Motion Regarding Continued Sealing is required.

Sealed Exhibit to an Initial Pleading or Other Non-Motion Filing

1. Select **Civil** from the filing menu.



2. Select **SEALED & Ex Parte Non-Motion Documents** under the Other Filings Category.

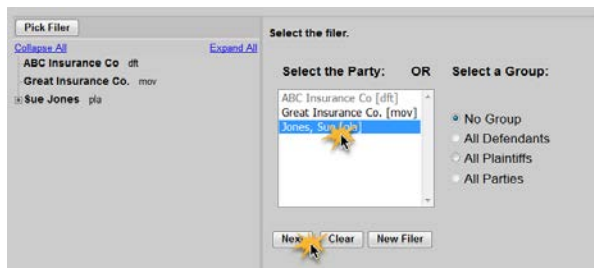


3. Enter the **Case Number** and click **Next**.

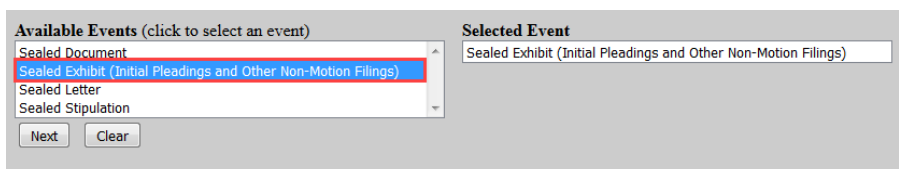


4. Click **Next**

5. **Select the filer** by clicking on the appropriate party and click **Next**.



6. Select **Sealed Exhibit (Initial Pleadings and Other Non-Motion Filings)** from the event list and click **Next**.



7. Read the **Filing Tip** and click **Next**.

ECF Filing Tips

Local Rule 5.6 Filing Documents under Seal in Civil Cases - Effective February 27, 2017:

Pursuant to [LR 5.6\(e\) PROCEDURE FOR FILING OTHER DOCUMENTS UNDER SEAL](#), a party who seeks leave of court to file a document under seal other than in connection with a motion under [LR 7.1](#) must obtain direction from the court on the procedure to be followed.

All sealed documents must be filed separately. After filing the sealed document, you must immediately file the **Redacted Document** or **Statement instead of Redacted Document** for non-motion documents.

Please refer to the [Sealed Civil User's Manual](#) for complete instructions for filing under seal.

Next Clear

8. Select **ONLY** the **parties** who should have **access to the document**. ****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT.** Do NOT select Interested Parties (ip) or Movants (mov).

ECF Restriction Notice:

This will be filed as a PUBLIC entry and a RESTRICTED document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/appellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

Pick Filer Expand All

Sue Jones pla
ABC Insurance Co dft
Great Insurance Co. mov

SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdino] parties.
DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.

Select the Party: OR Select a Group:

Jones, Sue [pla]
ABC Insurance Co [dft]
Great Insurance Co. [mov]

No Group
All Defendants
All Plaintiffs
All Parties

Next Clear New Filer

9. Enter the **filing party** and click **Next**.

Enter filing party: Sue Jones

Next Clear

10. Label and upload the document.

- Enter the **Exhibit number or letter**.
- Click the **Browse** button to attach the **exhibit** and click **Next**.

****NOTE: EACH sealed document must be filed separately with its own docket number.**
Do not add any attachments.

ECF Filing Tips

You must upload only **ONE** exhibit. Each **SEALED** exhibit **MUST** be filed separately.

Enter the Exhibit number of the Main Document: 4

Select the PDF document and any attachments.

Main Document

Browse... 000 ECF Test Document.pdf

Attachments

Category Description

1. No file selected.

Next Clear

11. Select the **document to which your exhibit should be attached** and click **Next**.

ECF Filing Tips

Select the document to which your exhibit(s) should be attached.

Select the appropriate event(s) to which your event relates:

- ☒ 01/18/2017 1 COMPLAINT against ABC Insurance Co. (Filing fee \$ 400 receipt number AMNXDC-234055.) Filed by Sue Jones. **No summons requested.** (Attachments: # [1](#) Civil Cover Sheet) (ngattyq, MND-TEST)
- ☐ 01/18/2017 2 TEXT ONLY ENTRY: CLERK'S NOTICE OF INITIAL CASE ASSIGNMENT. Case assigned to Judge Joan N. Ericksen per Master List and referred to Magistrate Judge Steven E. Rau. Please use case number 17-cv-1 JNE/SER. (KMM)
- ☐ 01/18/2017 4 NOTICE OF HEARING ON MOTION [3](#) MOTION to Compel : Motion Hearing set for 2/13/2017 10:00 AM in [Courtroom 12W \(MPLS\)](#) before Judge Joan N. Ericksen. (ngattyq, MND-TEST)

12. Read the **Filing Tip** and click **Next**.

ECF Filing Tips

After filing this *Sealed Exhibit*, you must immediately file the **Redacted Document** or **Statement instead of Redacted Document** using the respective event from the **Other Filings >Other Documents** menu.

13. Modify docket text if necessary (not required) and click **Next**.

Docket Text: Modify as Appropriate.

SEALED EXHIBIT 4 re [1] Complaint by Sue Jones. (ngattyq, MND-TEST)

14. Confirm the correct document is attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text

SEALED EXHIBIT 4 re [1] Complaint by Sue Jones. (ngattyq, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
000 ECF Test Document.pdf pages: 1

15. The NEF (Notice of Electronic Filing) screen will display confirming the filing.

U.S. District Court
U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by ngattyq, MND-TEST on 2/1/2017 at 8:32 AM CST and filed on 2/1/2017

Case Name: Jones v. ABC Insurance Co
Case Number: [0:17-cv-00001-JNE-SER](#)
Filer: Sue Jones
Document Number: [22](#)

Docket Text:
SEALED EXHIBIT 4 re [1] Complaint by Sue Jones. (ngattyq, MND-TEST)

16. Follow the procedure on page 37 to file the **redacted document** or **Statement that Entire Document is Confidential or Impracticable to Redact**. The redacted document or statement should be filed immediately following the sealed document. No Joint Motion Regarding Continued Sealing is required.

Sealed Letter

1. Select **Civil** from the filing menu.



2. Select **SEALED & Ex Parte Non-Motion Documents** under the Other Filings Category.

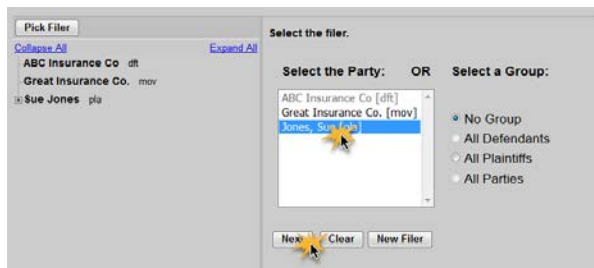


3. Enter the **Case Number** and click **Next**.

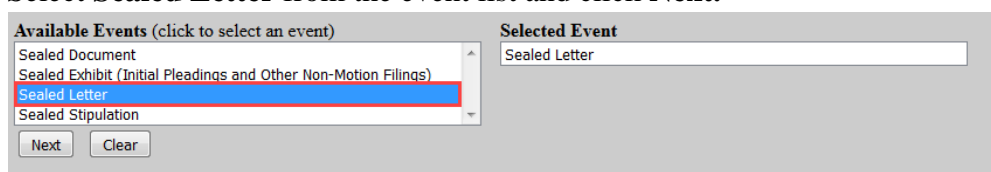


4. Click **Next**

5. **Select the filer** by clicking on the appropriate party and click **Next**.



6. Select **Sealed Letter** from the event list and click **Next**.



7. Read the **Filing Tip** and click **Next**.

ECF Filing Tips

Local Rule 5.6 Filing Documents under Seal in Civil Cases - Effective February 27, 2017:

Pursuant to [LR 5.6\(e\) PROCEDURE FOR FILING OTHER DOCUMENTS UNDER SEAL](#), a party who seeks leave of court to file a document under seal other than in connection with a motion under [LR 7.1](#) must obtain direction from the court on the procedure to be followed.

All sealed documents must be filed separately. After filing the sealed document, you must immediately file the **Redacted Document** or **Statement instead of Redacted Document** for non-motion documents.

Please refer to the [Sealed Civil User's Manual](#) for complete instructions for filing under seal.

Next Clear

8. Select **ONLY** the **parties** who should have **access to the document**. ****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT.** Do NOT select Interested Parties (ip) or Movants (mov).

ECF Restriction Notice:

This will be filed as a **PUBLIC** entry and a **RESTRICTED** document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/appellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

Pick Filer

Collapse All Expand All

Sue Jones pla
ABC Insurance Co dft
Great Insurance Co. mov

SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdlno] parties.

DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.

Select the Party: OR Select a Group:

Jones, Sue [pla]
ABC Insurance Co [dft]
Great Insurance Co. [mov]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear New Filer

9. Enter the **filing party** and click **Next**.

Enter filing party: Sue Jones

Next Clear

10. Click the **Browse** button to attach the letter and click **Next**.

****NOTE: EACH sealed document must be filed separately with its own docket number.**
Do not add any attachments.

Select the PDF document and any attachments.

Main Document

Browse... 000 ECF Test Document.pdf

Attachments

Category	Description
1. Browse...	No file selected.

Next Clear

11. Select the **type of letter** and click **Next**.

Select the type letter:

☐ Letter to District Judge

☐ Letter to Magistrate Judge

☐ Other Letter

Next Clear

12. Modify docket text if necessary (not required) and click **Next**.

Docket Text: Modify as Appropriate.

SEALED LETTER to Magistrate Judge by Sue Jones. (ngattyqc, MND-TEST)

Next Clear

13. Confirm that the correct document has been attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text

SEALED LETTER to Magistrate Judge by Sue Jones. (ngattyqc, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
000 ECF Test Document.pdf pages: 1

Next Clear

14. The NEF (Notice of Electronic Filing) screen will display confirming the filing.

U.S. District Court
U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by ngattyqc, MND-TEST on 2/1/2017 at 8:32 AM CST and filed on 2/1/2017

Case Name: Jones v. ABC Insurance Co

Case Number: [0:17-cv-00001-JNE-SER](#)

Filer: Sue Jones

Document Number: [25](#)

Docket Text:
[SEALED LETTER to Magistrate Judge by Sue Jones. \(ngattyqc, MND-TEST\)](#)

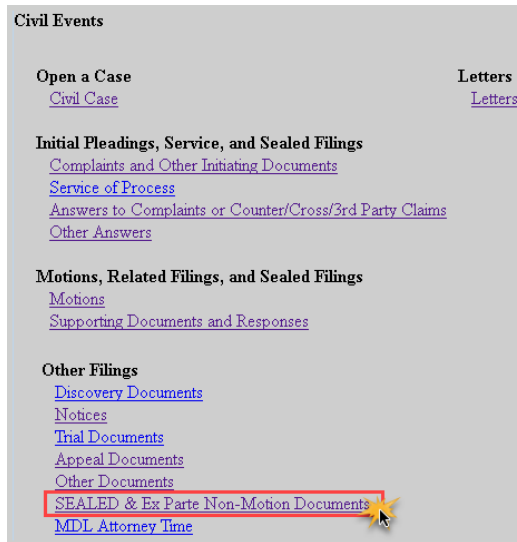
15. Follow the procedure on page 37 to file the **redacted document** or **Statement that Entire Document is Confidential or Impracticable to Redact**. The redacted document or statement should be filed immediately following the sealed document. No Joint Motion Regarding Continued Sealing is required.

Sealed Stipulation

1. Select **Civil** from the filing menu.



2. Select **SEALED & Ex Parte Non-Motion Documents** under the Other Filings Category.

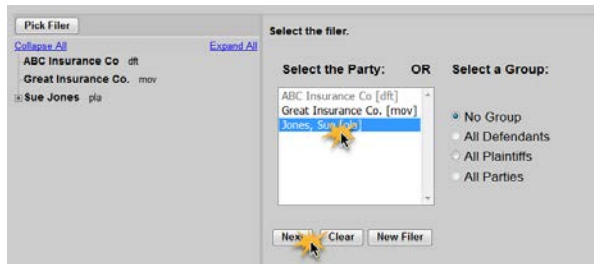


3. Enter the **Case Number** and click **Next**.

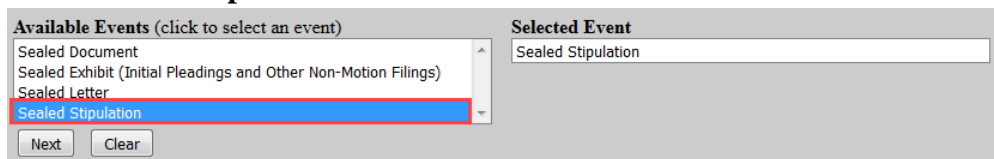


4. Click **Next**

5. **Select the filer** by clicking on the appropriate party and click **Next**.



6. Select **Sealed Stipulation** from the event list and click **Next**.



7. Read each **Filing Tip** and click **Next** after each.

ECF Filing Tips

Please refer to the [Civil Procedures Guide - Section II, G.3](#) when filing Stipulations.

Do not submit a stipulation that has "IT IS SO ORDERED" and a signature line for the judge at the end of the Stipulation document.

ECF Filing Tips

Local Rule 5.6 Filing Documents under Seal in Civil Cases - Effective February 27, 2017:

Pursuant to [LR 5.6\(e\) PROCEDURE FOR FILING OTHER DOCUMENTS UNDER SEAL](#), a party who seeks leave of court to file a document under seal other than in connection with a motion under [LR 7.1](#) must obtain direction from the court on the procedure to be followed.

All sealed documents must be filed separately. After filing the sealed document, you must immediately file the **Redacted Document** or **Statement instead of Redacted Document** for non-motion documents.

Please refer to the [Sealed Civil User's Manual](#) for complete instructions for filing under seal.

8. Select **ONLY** the **parties** who should have access to the document. ****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT.** Do NOT select Interested Parties (ip) or Movants (mov).

ECF Restriction Notice:

This will be filed as a **PUBLIC** entry and a **RESTRICTED** document.

All case participants will be noticed. The entry will be available on the public docket.

Restrict the document to ONLY THE MAIN PARTIES by selecting parties such as plaintiff/defendant [plt/dft], petitioner/respondent [pet/res] or appellant/appellee [a/e].

If needed, call the ECF helpdesk at 612-664-5155 or toll-free at 866-325-4975.

- ☒ Sue Jones pla
- ☒ ABC Insurance Co dft
- ☒ Great Insurance Co. mov

SELECT MAIN PARTIES ONLY. For MDL cases, also select MDL Notice Only [mdlno] parties.

DO NOT SELECT Interested Parties [ip] or Movants [mov] or other parties that should not have access to the document.

Select the Party: OR

Jones, Sue [pla]

ABC Insurance Co [dft]

Great Insurance Co. [mov]

Select a Group:

- ☒ No Group
- ☐ All Defendants
- ☐ All Plaintiffs
- ☐ All Parties

9. Enter the **filing party** and click **Next**.

Enter filing party:

10. Click the **Browse** button to attach the stipulation and click **Next**.

****NOTE: EACH sealed document must be filed separately with its own docket number.**
Do not add any attachments.

Select the PDF document and any attachments.

Main Document

000 ECF Test Document.pdf

Attachment	Category	Description
1. <input type="button" value="Browse..."/>		No file selected.

11. Select whether your document should be **linked** to another document in the case.
 - a. If YES, **check the box** and click **Next**. On the next screen, select the document to which it should be linked.
 - b. If NO, leave the box **unchecked** and click **Next**.

☐ Should the document you are filing link to another document in this case?

Filed to

Documents to

12. Enter the names of the **PARTIES** (not counsel) who have signed the stipulation and click **Next**.

ECF Filing Tips

Other than you as the filer, enter **Names of the PARTIES (not counsel)** who have signed this stipulation.

1. Party Name:

2. Party Name:

3. Party Name:

4. Party Name:

5. Party Name:

13. Modify docket text if necessary (not required) and click **Next**.

Docket Text: Modify as Appropriate.

SEALED STIPULATION re [1] Complaint by Sue Jones . Jointly Signed by ABC Insurance Co. (ngattyq, MND-TEST)

14. Confirm the correct document is attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text

SEALED STIPULATION re [1] Complaint by Sue Jones. Jointly Signed by ABC Insurance Co. (ngattyq, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
000 ECF Test Document.pdf pages: 1

15. The NEF (Notice of Electronic Filing) screen will display confirming the filing.

Notice of Electronic Filing

The following transaction was entered by ngattyq, MND-TEST on 2/1/2017 at 8:32 AM CST and filed on 2/1/2017

Case Name: Jones v. ABC Insurance Co

Case Number: [0:17-cv-00001-JNE-SER](#)

Filer: Sue Jones

Document Number: [26](#)

Docket Text:
[SEALED STIPULATION re \[1\] Complaint by Sue Jones. Jointly Signed by ABC Insurance Co. \(ngattyq, MND-TEST\)](#)

16. Follow the procedure on page 37 to file the **redacted document** or **Statement that Entire Document is Confidential or Impracticable to Redact**. The redacted document

or statement should be filed immediately following the sealed document. No Joint Motion Regarding Continued Sealing is required.

Redacted Document or Statement that Entire Document is Confidential or Impracticable to Redact (Non-Motion Practice)

1. Select **Civil** from the filing menu.



2. Select **Other Documents** under the Other Filings Category.



3. Enter the **Case Number** and click **Next**.

A screenshot of the 'Civil Case Number' input field. The text '0:17-cv-1' is entered into the field. Below the field are 'Next' and 'Clear' buttons. A yellow starburst cursor is pointing at the 'Next' button.

4. Click **Next**

5. **Select the filer** by clicking on the appropriate party and click **Next**.

A screenshot of the 'Select the filer' screen. On the left, a list of parties is shown: ABC Insurance Co. [dft], Great Insurance Co. [mov], and Sue Jones [pla]. On the right, a dropdown menu shows 'Jones, Sue' selected. Below the dropdown are 'Next', 'Clear', and 'New Filer' buttons. A yellow starburst cursor is pointing at the 'Next' button.

6. Select **Redacted Document (Initial Pleadings and Other Non-Motion Filings)** OR **Statement instead of Redacted Document (Initial Pleadings and Other Non-Motion Filings)** and click **Next**.

7. Label and upload the redacted document.
 - a. Enter a **description of the sealed document** (i.e. *Sealed Exhibit B* or *Sealed Affidavit*).
 - b. Click the **Browse** button to attach the **redacted document** OR **statement** and click **Next**.

****NOTE: EACH redacted document must be filed separately with its own docket number.** One Statement may be filed for multiple sealed documents. **Do not add any attachments.**

8. If a **STATEMENT** is being filed, **select the reason for the statement** and click **Next**. If a **REDACTED DOCUMENT** is being filed skip this step and go to step 9.

9. Select the **sealed document that relates to the redacted document** and click **Next**.

ECF Filing Tips

Select the sealed document of this redacted document.

Select the appropriate event(s) to which your event relates:

☐ 01/18/2017 [1](#) COMPLAINT against ABC Insurance Co.(Filing fee \$ 400 receipt number AMNXDC-234055.) Filed by Sue Jones. **No summons requested.** (Attachments: # [1](#) Civil Cover Sheet) (ngattyq, MND-TEST)

☒ 02/01/2017 [25](#) SEALED LETTER to Magistrate Judge by Sue Jones. (ngattyq, MND-TEST)

10. Modify docket text if necessary (not required) and click **Next**.

Docket Text: Modify as Appropriate.

Redacted Document for [25] Sealed Letter . (ngattyq, MND-TEST)

Docket Text: Modify as Appropriate.

STATEMENT INSTEAD OF REDACTED DOCUMENT: Entire Document Confidential for [25] Sealed Letter: filed by Sue Jones. (ngattyq, MND-TEST)

11. Confirm that the correct document has been attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text

Redacted Document for [25] Sealed Letter . (ngattyq, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
000 ECF Test Document.pdf pages: 1

12. The NEF (Notice of Electronic Filing) screen will display confirming the filing. Note that this is a public filing.

U.S. District Court
U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by ngattyq, MND-TEST on 2/1/2017 at 8:32 AM CST and filed on 2/1/2017

Case Name: Jones v. ABC Insurance Co

Case Number: [0:17-cv-00001-JNE-SER](#)

Filer: Sue Jones

Document Number: [27](#)

Docket Text:
[Redacted Document for \[25\] Sealed Letter . \(ngattyq, MND-TEST\)](#)

FILING SEALED CASE INITIATING DOCUMENTS

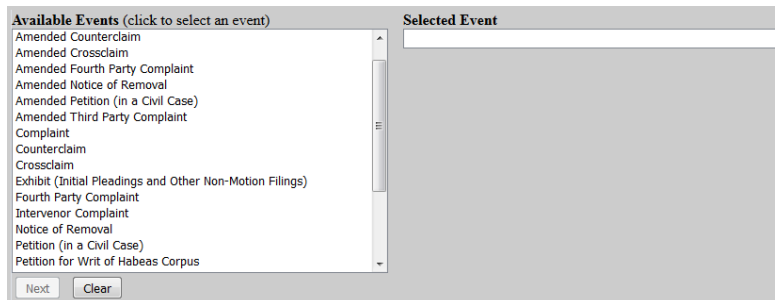
1. At this stage you have already opened the case and you are docketing the initiating document.

2. Click **Next** to verify you have entered the correct case number.

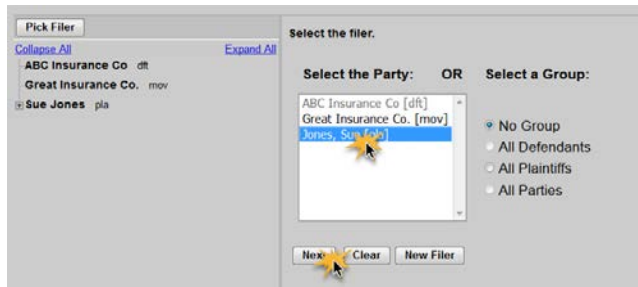


3. Click **Next**.

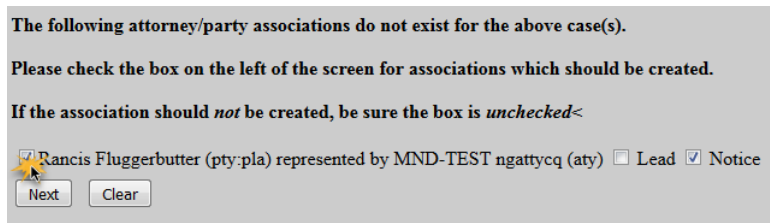
4. Select the **applicable event** (i.e. Complaint or Notice of Removal) from the event list and click **Next**.



5. Select the **filer** by clicking on the appropriate party and click **Next**.



6. ECF will prompt the filing attorney to add himself/herself as counsel for the filing party(ies). Place a check in the box(es) to the left of the party name(s) to create an attorney/party association and click **Next**.



7. Select the party that the filing is **against** and click **Next**.

8. Click **Yes** to file a sealed document and click **Next**.

9. Read the **Filing Tip** and click **Next**.

10. Select **ONLY** the **parties** who should have **access to the document**. ****IMPORTANT: ALL SELECTED PARTIES WILL SEE THE DOCUMENT.** Do NOT select Interested Parties (ip) or Movants (mov).

11. Enter the **filing party** and click **Next**.

12. Upload the documents.

- For Complaints: Click the **Browse** button to attach the **Complaint** as the main document, attach **ONLY** the **Civil Cover Sheet** and click **Next**.
- For Notices of Removal: Click the **Browse** button to attach the **Notice of Removal**, attach the Summons/Complaint and other applicable state court documents and the Civil Cover Sheet then click **Next**.

****NOTE: Any exhibits, declarations, or other attachments to the sealed initiating document (sealed or public) must be filed separately.**

ECF Filing Tips

For SEALED Complaints:

1. Attach the **SEALED Complaint** as the Main Document
2. Attach the **Civil Cover Sheet** as **Attachment 1**.
3. Each **SEALED Exhibits** MUST be filed as a separate docket entry.
4. **Non-Confidential Exhibits** must be file separately from the SEALED exhibits. Multiple non-confidential exhibits can be filed together as one docket entry.
5. File ALL other documents separately.

Select the PDF document and any attachments.

Main Document
 000 ECF Test Document.pdf

Attachments	Category	Description
1. <input type="button" value="Browse..."/> 00cv00 Civil Cover Sheet.pdf	Civil Cover Sheet	<input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/> No file selected.		

13. Select if you would like a **summons** issued and click **Next**.

Do you request the Clerk's Office to issue a summons?

☐ Yes
☐ No

14. Answer the **payment questions** and click **Next**. If your answer is **Yes**, proceed to step 20.

Is this filed with an Application to Proceed Without Prepayment of Fees?

or

Is this case filed on behalf of the United States of America?

☐ Yes
☒ No

15. Read the **fee payment** information and click **Next** to proceed to the payment screens.

ATTENTION:
A new case fee of will be applied to your bank account debit (Automated Clearing House) or charged to your credit/debit card from Pay.gov after completion of payment information. **A fee of will be charged for all returned or denied payments.**

Note: To receive an electronic receipt for this transaction, please enter an email address into the Pay.Gov email confirmation prompt. A receipt will then be emailed from Pay.Gov.

IMPORTANT: YOU MUST COMPLETE THE ENTIRE TRANSACTION TO THE NOTICE OF ELECTRONIC FILING SCREEN!
DO NOT STOP AFTER THE CREDIT CARD SCREEN OR YOUR TRANSACTION WILL NOT BE RECORDED TO THE CASE.

Fee: \$400

- a. You may be asked to re-enter your **PACER Credentials** at this point.

The image shows a 'Login' form with the following fields and options:

- Username:** A text input field containing 'Attorney17'.
- Password:** A password input field with masked characters '*****'.
- Buttons:** 'Login', 'Clear', and 'Cancel' buttons are located below the password field.
- Links:** At the bottom, there are links for 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'.

16. Select a **payment method** and click **Next**. You may select an account on file in your PACER account, a credit card account or an ACH account.

The image shows the 'Pay Filing Fees for Minnesota District Court (test) - NextGen' screen. It includes the following sections:

- Payment Amount:** A section showing 'Amount Due' as '\$400.00'.
- Select a Payment Method:** A section with three radio button options:
 - VISA:** Selected. Below it, card details are shown: 'Attorney', 'XXXXXXXXXXXX1111', and '06/2018'.
 - Enter a credit card:** Unselected.
 - Enter an ACH account:** Unselected.
- Note:** A note at the bottom states: 'We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.'
- Buttons:** 'Next' and 'Cancel' buttons are at the bottom right.

- b. If a new account is selected, enter all required **credit card** or **ACH** account information.

The image displays two side-by-side forms for entering account information:

- Left Form (Credit Card):** Titled 'Select a Payment Method' with 'Enter a credit card' selected. It includes fields for:
 - Account Holder Name:** 'Mndtestfourteen Mndatfourteen'
 - Card Type:** A dropdown menu showing 'Select Card Type'.
 - Account Number:** A text input field.
 - Card Expiration Date:** Two dropdown menus for month ('01') and year ('2015').
 - Use billing address:** A checkbox that is currently unchecked.
 - Address:** A text input field.
 - City:** A text input field.
 - State:** A dropdown menu showing 'Select State'.
 - Zip/Postal Code:** A text input field.
 - Country:** A dropdown menu showing 'United States of America'.
- Right Form (ACH):** Titled 'Select a Payment Method' with 'Enter an ACH account' selected. It includes:
 - ACH Section:** A link 'About ACH Debit' and three input fields for 'Routing Number' (123456789), 'Account Number' (1234567890), and 'Check Number' (1234).
 - Account Holder Name:** 'Mndtestfourteen Mndatfourteen'
 - Account Number:** A text input field.
 - Confirm Account Number:** A text input field.
 - Routing Number:** A text input field.
 - Bank Account Type:** A dropdown menu showing 'Select Bank Account Type'.

17. If desired, enter the email address(es) to which PACER should send a receipt for the transaction. **Check the box at the bottom of the screen to authorize payment of the filing fee and click Submit.**

The image shows the 'Payment Summary' and 'Email Receipt' section of the payment process:

- Payment Summary:** A table with two columns: 'PAYMENT METHOD' and 'PAYMENT DETAILS'.
 - PAYMENT METHOD:** Shows 'VISA' with card details: 'XXXXXXXXXXXX1111', '06/2018', and 'Attorney 123 Street'.
 - PAYMENT DETAILS:** Shows 'Payment Amount' as '\$400.00' and 'Fee Type' as 'Filing Fees'.
- Email Receipt:** A section with:
 - Email:** 'attymnd+17@gmail.com'
 - Confirm Email:** 'attymnd+17@gmail.com'
 - Additional Email Addresses:** An empty text input field.
- Authorization:** A section at the bottom with a checkbox and the text: 'I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement.'

18. Click **Next**

IMPORTANT: Please click **Next** on THIS and the next TWO screens to complete the filing of this event and for a Pay.Gov receipt number.

Next Clear

19. Modify docket text if necessary (not required) and click **Next**.

Docket Text: Modify as Appropriate.

SEALED COMPLAINT against ABC Insurance Co.(Filing fee \$ 400 receipt number AMNXDC-235781.) filed by Sue Jones **Filer requests summons issued.** (ngattyq, MND-TEST)

Next Clear

20. Confirm the correct document is attached and the docket text is correct. Clicking **Next** will finalize the transaction, offering no further opportunity to modify the filing.

Docket Text: Final Text

SEALED COMPLAINT against ABC Insurance Co.(Filing fee \$ 400 receipt number AMNXDC-235781.) filed by Sue Jones **Filer requests summons issued.** (ngattyq, MND-TEST)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
000 ECF Test Document.pdf pages: 1

Next Clear

21. The NEF (Notice of Electronic Filing) screen will display confirming the filing.

Notice of Electronic Filing

The following transaction was entered by ngattyq, MND-TEST on 2/1/2017 at 3:30 PM CST and filed on 2/1/2017

Case Name: Jones v. ABC Insurance Co
Case Number: [0:17-cv-00001-JNE-SER](#)
Filer: Sue Jones
Document Number: 1

Docket Text:
SEALED COMPLAINT against ABC Insurance Co. (Filing fee \$400 receipt number AMNXDC-121345.) filed by Sue Jones (test, attny)

22. Follow the procedure on page 32 to file the **redacted document** or **Statement that Entire Document is Confidential or Impracticable to Redact**. The redacted document or statement should be filed immediately following the sealed document.

23. A motion seeking leave of the court to keep the complaint or other initiating document under seal is required (use Motion to Seal Document under LR 5.6(e) event). This motion should be filed immediately after the redacted document or the Statement that the Entire Document is Confidential or Impracticable to Redact.

Available Events (click to select events)

- Judgment on the pleadings
- Judgment under Rule 54(b)
- Leave to File Reply/Surreply
- Letters Rogatory/Letters of Request
- Lift Stay
- Miscellaneous Relief
- More Definite Statement
- Motion for Further Consideration of Sealing
- Motion to Seal Document under LR 5.6(e)**
- New Trial
- Order of Sale
- Partial Summary Judgment
- Permanent Injunction
- Preliminary Injunction
- Pro Hac Vice (Filing Attorney is a Minnesota Resident)
- Pro Hac Vice (Filing Attorney is a Non-Resident)

Next Clear

Selected Events (click to remove events)

Motion to Seal Document under LR 5.6(e)